



**AMERICAN EMBASSY
MANILA**

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER 2007 - 040

OPEN TO: ALL Interested Candidates

POSITION: Economic Secretary, LES-6; FP-8
(POSITION WILL BE AVAILABLE IN JULY 2007)
This position is programmed and budgeted for the U.S. Foreign Service Pay Plan.

OPENING DATE: April 20, 2007

CLOSING DATE: May 7, 2007

WORK HOURS: Full-time; 40 hours/week

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST BE RESIDING IN COUNTRY AND HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Manila is seeking an individual for the position of Secretary in the Economic Section.

BASIC FUNCTION OF POSITION

Serves as Secretary in the Economic Section. Provides clerical and office management support to the Economic Section in such areas as processing letters and faxes, answering phones and e-mails, filing and sorting documents, travel and representational voucher preparation, procurement, and general office maintenance.

Manages schedule for the Deputy Section Chief and other officers, to include arranging appointments, meetings and transportation as needed. Works closely with and assists locally-engaged staff (LES) in Economic Section. Provides back-up administrative support for the Foreign Service Office Management Specialist (OMS) and handles the normal duties of the OMS when necessary.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. U.S. High school diploma is required.
2. Must have at least two years of administrative or clerical work experience.
3. Must have experience and competence with Microsoft Word and Outlook programs. A basic working knowledge of Microsoft Excel is required.
4. Level 4 (Fluent) Speaking/Reading English language is required.

SELECTION PROCESS

When equally qualified, U.S. Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. **The candidate must be a U.S. citizen 18 years or over, and must be able to obtain and hold a Secret security clearance.**
2. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
3. Currently employed U.S. Citizen EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA+ are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for U.S. Federal Employment (SF-171 or OF-612) <http://manilaap01/homepage/hrd/wwwfper1.pdf>; or
2. A current resume or curriculum vitae that provides the same information as an OF-612; plus
3. Applicants who are not the Family Members of USG employees officially assigned to post and under Chief of Mission authority, a copy of Philippine Immigration documents (e.g., Alien Certificate of Registration, Immigration Certificate of Residence) showing Republic of the Philippines residency status.
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
5. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO:

Human Resources Office
Room 304, Chancery Annex Building
American Embassy
1201 Roxas Boulevard, Manila 1000
Telephone: (632) 528-6300 ext. 2243
Fax: (632) 522-4361, Attention HR Office
E-mail: mnlper@state.gov (please send as an MS Word attachment)

Drop-Off: Walk-in applicants are not entertained. Please leave your resume with the guards detailed at the Main Gate, Attention: HR Office. Specify in your application the position which you are applying.

DEFINITIONS

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:

--U.S. citizen;

--Spouse or dependent who is at least age 18;

--Listed on the travel orders of a Foreign or Civil Service

or uniformed service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad with a USG agency that is under COM authority;

--Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and

--Does not receive a USG annuity or pension based on a career in the U.S. Civil, Foreign, or uniform services.

2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a U.S. Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.

3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.

4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.

5. Not-Ordinarily Resident (NOR): Typically NORs are U.S. Citizen EFMs and EFMs of FS, GS, and uniform service members who

are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: May 7, 2007

The U.S. Mission in Philippines provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.